

# **WASHINGTON STATE CONSERVATION COMMISSION**

**Fiscal Years 2006 - 07**  
*(July 1, 2005 – June 30, 2007)*

**WATER QUALITY IMPLEMENTATION  
GRANT APPLICATION**

# WASHINGTON STATE CONSERVATION COMMISSION

## WATER QUALITY IMPLEMENTATION GRANT APPLICATION

### Fiscal Years 2006 – 2007

*(July 1, 2005 – June 30, 2007)*

### TABLE OF CONTENTS

BACKGROUND.....	3
MINIMUM ELIGIBILITY REQUIREMENTS .....	4
EVALUATION PROCESS .....	4
FUNDING LEVEL DETERMINATION .....	4
GRANT APPLICATION INFORMATION .....	5
MATCH REQUIREMENTS.....	5
USING PROVIDED FORMS .....	6
ADDITIONAL PAGES .....	6
APPLICATION FACE SHEET .....	6
BUDGET FORMS .....	6
ATTACHMENTS .....	6
NUMBER YOUR PAGES .....	6
GRANT APPLICATION DEADLINE .....	7
SUBMITTING APPLICATIONS .....	7
NUMBER OF COPIES .....	7
COMMISSION PROCEDURAL APPEALS.....	7

### WATER QUALITY IMPLEMENTATION GRANT APPLICATION

FORM A. FACE SHEET .....	8
FORM B. CHECKLIST.....	9
FORM C. MINIMUM ELIGIBILITY REQUIREMENTS.....	10
FORM D. EVALUATION QUESTIONS .....	11
FORM E. PROJECT SCOPE OF WORK .....	12
FORM F. TOTAL PROJECT BUDGET	
FORM F1. BUDGET BY INTERMEDIATE OUTCOMES .....	13
FORM F2. BUDGET BY BUDGET OBJECT .....	14
FORM F3. BUDGET BY FUNDING SOURCE.....	14
FORM G. ATTACHMENTS.....	15

### APPENDICES

APPENDIX A - Request for NRCS Assistance Form .....	i
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# WASHINGTON STATE CONSERVATION COMMISSION

## WATER QUALITY IMPLEMENTATION GRANTS

**Fiscal Years 2006– 2007**

*(July 1, 2005 – June 30, 2007)*

### BACKGROUND

In January of 2001, the Joint Legislative Audit and Review Committee (JLARC) presented to the Legislature its final report, *Investing in the Environment: Environmental Quality Grant & Loan Programs Performance Audit*. The Conservation Commission was a named agency in the audit. As a result of this report, the 2001 Legislature passed ESHB 1785.

HB 1785 added a new section to RCW 89.08:

The commission shall require grant recipients to incorporate the environmental benefits of the project into their grant applications, and the commission shall utilize the statement of environmental benefit in its grant prioritization and selection process. The commission shall also develop appropriate outcome focused performance measures to be used both for management and performance assessment of the grant program. The commission shall work with the districts to develop uniform performance measures across participating districts.

In order to meet ESHB 1785 mandates and implement Key Investment Strategies set out in the JLARC report, the Commission assembled the 2001-02 Grants Policy Advisory Committee (GPAC), composed of district representatives from west, central and eastern regions of the state. The GPAC worked with Commission staff to formulate grant policy and procedure recommendations that would meet ESHB 1785 requirements and begin to implement Key Investment Strategies. These recommendations were approved by the Commission members at their March 22, 2002 meeting, and were initiated as a “dry run” in the FY2003 Water Quality Implementation Grant application process, and used “for real” in FY04-05.

The FY06-07 Grants Policy Advisory Committee met in November 2004 to review the latest JLARC follow-up report, and to develop program policy recommendations for the upcoming biennium. GPAC’s recommendations were authorized at the December 1, 2004 Conservation Commission meeting. This application incorporates those recommendations.

Highlights of approved policies:

- Expanded district’s options for calculation of Overhead (see Form F2)
- Changed method for determining funding levels from project activities to water quality outcomes
- Changed the definition for Implementation Activities
- Enhanced reporting that captures total project outcomes (grant portion and match portion)

The instructions on the following pages incorporate the updated policies and provide guidance for the FY06-07 Implementation Grant application.

## MINIMUM ELIGIBILITY REQUIREMENTS

Water Quality Implementation Grants are available only to districts that demonstrate program and money management ability by meeting the Management Standards adopted by the Commission. To be eligible to receive Commission funding in the coming biennium, a district must have current Management Standards Certification forms on file with the Commission by May 1, 2005, and the certification must accurately reflect district management practices.

## EVALUATION PROCESS

The JLARC Report set out Key Investment Strategies that represent a framework for deliberate environmental investment outcome decision making. Since adoption of the Key Investment Strategies by state agencies is an expectation by JLARC, they are incorporated into the Water Quality Implementation Grant application as evaluation questions.

Districts' answers to evaluation questions along with the project Scope of Work and Budget will be considered and used by the Evaluation Committee to make informed decisions for determining individual district funding levels.

## FUNDING LEVEL DETERMINATION

Since the Commission places the highest environmental benefits on implementation activities, those projects that incorporate at least 60% or more of their total project costs to fund outcomes that result from implementation activities will receive the higher level of funding. Grant request plus match amounts will be used to calculate the percentage.

Each eligible district will receive grant funding amounts determined by the following process:

1. Evaluations will occur by regions: east, central and west.
2. The evaluation committee from each region will be composed of representatives from member districts (selected by the district boards of supervisors) who will not be allowed to score their own district's proposal. Commission staff will facilitate evaluation committee meetings.
3. Two funding levels, with the higher level being 30% above the lower level, will be distributed to eligible applicants. The funding level a district receives will be based on the following elements of environmental benefits incorporated into the district's proposal.
  - a. Higher Environmental Benefit = Higher Level Funding – Those applications that dedicate 60% or more of their total project costs (grant request amount plus match) to fund outcomes that result from implementation activities will receive the higher level of funding.

Outcomes that qualify for the higher level of funding will be those that either 1) document “on the ground” implementation, or 2) document change in landowner commitment or behavior that can reasonably be expected to lead to “on the ground” implementation and the resultant environmental benefit.

- b. Lower Environmental Benefit = Lower Level Funding – Those applications that dedicate less than 60% of their total project costs (grant request amount plus match) to fund outcomes that result from implementation activities will receive the lower level of funding.

Outcomes that qualify for the lower level of funding might include info/ed activities with no documented change in behavior or commitment. In this instance, the district may implement a process such as a workshop or farm tour, but choose not to document an impact with a likely environmental benefit.

**Implementation Activities:** for the purposes of this grant program, implementation activities include:

1. Direct technical assistance to cooperators that results in implementation of BMPs,
2. Financial assistance to cooperators for the installation of BMPs, and
3. Commission designated 'high priority' programs for which there is no funding; i.e. AFO/CAFO issues.

Once it is known how many of the total applications fall within each of the two levels, a formula will be applied giving the applications in the higher-level category a 30% higher award amount.

## GRANT APPLICATION INFORMATION

This application package is to be used in applying for FY06-07 Water Quality Implementation Grants. You may use the forms in any way that is convenient; type directly onto them, cut and paste information, type your own replicas, or download the electronic version that is available on the Commission's website at: <http://filecab.scc.wa.gov/>.

## MATCH REQUIREMENTS

At a minimum, Implementation Grants must be matched by one dollar of cash or in-kind contributions for every nine grant dollars (10% match requirement). However, the district is encouraged to include in their budget, account for, and report accomplishments of all match that will contribute to the completion of the grant project.

Grant Applications must include commitment letters or match agreements from agencies, groups and individuals who will contribute cash or in-kind match, and Budget forms must include a breakdown of the match. If agreements or commitment letters cannot be submitted with the package due to circumstances beyond the control of the District, letters of intent may be submitted followed by the actual agreements.

- **Natural Resources Conservation Service (NRCS) Match** If your project requires the cooperation and participation of NRCS, work with your District Conservationist (DC) during the development of your grant proposal, then jointly complete the Request for NRCS Assistance Form found in Appendix A.

Submit the completed Request for NRCS Assistance Form (Appendix A) as an attachment with your grant application. This form includes a place for signatures of the Conservation District Chair, the District Conservationist (DC), the Area Conservationist (AC), and the State Conservationist (SC). The DC will approve commitment of time and resources if the work involves only multi-county team staff or budget. If the project involves work contributed by the Area Team staff or budget, then the AC must also sign the form. If the project involves work contributed by the State Office staff or budget, then the SC must also sign the form.

Final approval by the NRCS should be submitted with the grant application (or at least a letter of intent), but positively must be received by the Commission before a contract can be executed.

- **Time Contributions Used as Match** Documented time contributed to the grant project by persons other than personnel paid with grant funds may be claimed at \$18 per hour for adults, the current minimum wage per hour for minors 17 years of younger, or more (if a higher hourly rate is supported by salary/benefits information provided to the Commission in writing).
- **Other Contributions used as Match** The value of contributions such as office or meeting space, utilities, supplies, vehicle or equipment use must be based on a documented

allocation formula. The allocation may be based on square footage, mileage, or staff as long as it is consistent with other cost sharing calculations used by the District. Include the allocation formula(s) used to determine the value of contributions as an attachment to your grant application. Other in-kind contributions, such as equipment or supplies may be valued at actual cost.

## **USING PROVIDED FORMS**

Where possible, utilize the provided forms. This will provide a consistent format to the evaluators and allow them to look at your proposal's content rather than layout.

## **ADDITIONAL PAGES**

Forms D and E require the applicant to answer questions on separate sheets of paper. Be sure to adequately identify and number your responses so evaluators will know where to find your answers. Try to limit the number of additional pages.

## **APPLICATION FACE SHEET**

The Project Summary section on the Application Face Sheet, Form A, will be used as a reference by raters and Commission staff. Make this a concise and complete description of your proposed project. Limit yourself to the space provided -- do not add an additional page.

## **BUDGET FORMS**

The evaluation method that the Commission uses to determine funding distribution makes it impossible to know before hand what actual grant amounts will be. However, by analyzing several different funding outcome scenarios, we were able to arrive at the following approximated amounts to be used for developing your application budget. Remember the final grant amounts will be different from these approximations!

- If your application dedicates 60% or more of the total project costs to outcomes that result from implementation activities, use \$71,000/biennium to calculate your project budget.
- If your application dedicates less than 60% of the total project costs to outcomes that result from implementation activities, use \$54,600/biennium to calculate your project budget.

After the evaluation process is completed, we will know which district applications will be funded at which level, and can do the calculation that determines actual grant amounts. Once the final grant amounts are determined, we will work with you to firm up the Scope of Work and Budget for your grant contract.

## **ATTACHMENTS**

Put all attachments in the Attachments Section (Form G). Be sure to list them on the form to help raters and Commission staff refer to them easily. (i.e. Attachment 1- Request for NRCS Assistance)

## **NUMBER YOUR PAGES**

After you have completed your entire grant application, number the pages consecutively at the bottom of the pages. Numbering will help us put your pages back in the right order if your packages fall apart or are taken apart.

**GRANT APPLICATION DEADLINE: MARCH 15, 2005**

(See Grants Administrative Procedures, Chapter II, Part B for discussion on grant application deadlines)

## **SUBMITTING APPLICATIONS**

Water Quality Implementation Grant Applications must be complete. All attachments such as match agreements, and letters of support should be included. If agreements or support letters cannot be submitted with the package due to circumstances beyond the control of the District, letters of intent may be submitted with the application followed by the actual agreements. Do not submit instruction pages or other unnecessary pages with the application.

## **NUMBER OF COPIES**

Submit one original signature version and ten copies of the Water Quality Implementation Grant application to the Commission Office in Olympia:

**Conservation Commission  
Water Quality Implementation Grant Application  
PO Box 47721  
Olympia WA 98504-7721**

## **COMMISSION PROCEDURAL APPEALS**

Applicants may appeal final funding list decisions. However, this appeal procedure is not an opportunity for a second review of the proposal and evaluation based on merit, nor is it an opportunity to revise or add to an incomplete grant application. It is a procedural appeal to assure that all Commission policies and procedures are followed, all requirements met, and all applicants are treated equally and fairly.

The appeal must be submitted in writing to the Chair of the Commission with a copy to the Commission Grants Staff within 20 days after Commission authorization of the final funding list. All appeals must be signed by the authorized signatory of the protesting applicant. The appeal must clearly and concisely state the reasons the applicant believes their proposal was treated unfairly or unequally in the evaluation process. The appeal must state an issue or issues concerning bias, discrimination or conflict of interest, errors of tabulations, or non-compliance with procedures described in the grant application instructions or Commission policy. In the event an appeal may affect the interest of other applicant(s), the applicant(s) will be given an opportunity to submit comments and relevant information concerning the appeal.

The appeal will be heard at the next regularly scheduled Conservation Commission Meeting and the district must send a representative authorized to speak on behalf of the district. Commission members will consider appeals on a case-by-case basis, and will respond to appeals within five working days following the meeting.

*(July 1, 2005 – June 30, 2007)*

**WASHINGTON STATE CONSERVATION COMMISSION**  
**WATER QUALITY IMPLEMENTATION GRANT APPLICATION**  
**Fiscal Years 2006 – 2007**  
*(July 1, 2005 – June 30, 2007)*

**FORM B. CHECKLIST**

**Instructions** *This checklist is included to help the district and Commission staff keep track of grant application forms. Check boxes when each form is completed. Do not submit instruction pages or other unnecessary pages with the application. After the application is complete, add page numbers.*

☐

**FORM A:     FACE SHEET**

☐

**FORM B:     CHECKLIST**

☐

**FORM C:     MINIMUM ELIGIBILITY REQUIREMENTS**

☐

**FORM D:     EVALUATION QUESTIONS**

☐

**FORM E:     PROJECT SCOPE OF WORK**

☐

**FORM F:     TOTAL PROJECT BUDGET**

☐

**FORM G:     ATTACHMENTS**

**WASHINGTON STATE CONSERVATION COMMISSION**  
**WATER QUALITY IMPLEMENTATION GRANT APPLICATION**  
**Fiscal Years 2006 – 2007**  
*(July 1, 2005 – June 30, 2007)*

**FORM C. MINIMUM ELIGIBILITY REQUIREMENTS**

**Instructions** Complete the Certification Statement in the box below. Check the box that applies to your district. Follow the additional instructions for Boxes 2 and 3.

**MANAGEMENT STANDARDS CERTIFICATION STATEMENT**

**Conservation District Eligibility:** Water Quality Implementation Grants are available only to districts that demonstrate program and money management ability by meeting the Management Standards adopted by the Commission. A district may deviate from the standards 1) for an approved Reasonable Alternative; or 2) during implementation of an approved Action Plan to meet the standards. (See Conservation District Procedure Manual, Chapter V, Part A) Applications for Commission funding require that current certification forms are on file with the Commission.

\_\_\_\_\_ Conservation District

1. ☐ Certification Forms dated \_\_\_\_\_ are on file with the Commission. The District still meets these requirement.
2. ☐ Management Standards Certification forms are included as Attachments \_\_\_\_ and \_\_\_\_.
3. ☐ Requests a Deviation from Management Standards. The Deviation from Management Standards Form is included as Attachment \_\_\_\_.

**Signatures**

\_\_\_\_\_  
Printed Name of Authorized Signatory

\_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
Title of Authorized Signatory

\_\_\_\_\_  
Date Signed

**WASHINGTON STATE CONSERVATION COMMISSION**  
**WATER QUALITY IMPLEMENTATION GRANT APPLICATION**  
**Fiscal Years 2006 – 2007**  
(July 1, 2005 – June 30, 2007)

**FORM D. EVALUATION QUESTIONS**

***Instructions:** Answer the questions / instructions in this section on separate sheets of paper. Clarity, completeness and adequacy in your narrative are essential in order for evaluators to understand your proposal and to make informed decisions for funding. Remember to adequately identify and number your responses.*

- 1. What is the water quality problem to be addressed by your proposed project?** Identify the specific symptoms and problem(s) you will be addressing.
- 2. Discuss the district's rationale for choosing this particular project.** In your discussion include whether the project is identified in a state, regional, or local comprehensive planning effort conducted within the last five (5) years?
- 3. Discuss how the proposed project ties in with the district's Long Range and Annual Plans.**
- 4. Discuss how your proposed project will address the water quality problem in terms of:**
  - A. Ultimate Outcomes.** These are the ultimate, long-term environmental benefits of the project; usually not possible to document in the grant time frame given the limited time period and resources of the grant, and only achieved by inference.
  - B. Intermediate Outcomes.** These are intermediate environmental benefits whose achievement can be documented in the time frame of the grant, and the level at which evaluations will be made to help determine funding levels.
  - C. Project Deliverables.** These are the significant accomplishments of your project that bring you closer to meeting Ultimate and Intermediate Outcomes.
- 5. Discuss the likelihood that the environmental benefits will be achieved by the proposed project based on the district's ability and track record, and on the design of the project.**
- 6. Discuss the project costs relative to the benefits expected to be received and how the costs are appropriate for your project design.**
- 7. Discuss the proposed project's "readiness to proceed".** Discuss any project prerequisites that have been addressed, preliminary planning that has taken place, match acquired, status of needed permits, and any other measures of the readiness of the project to proceed.

## FORM E. PROJECT SCOPE OF WORK

*Be sure to include the components for measuring project effectiveness by incorporating either a water quality screening plan or monitoring plan (Grants Administrative Procedures, Chapter II, page 8) into each respective Intermediate Outcome.*

SIMPLIFIED EXAMPLE OF FORMAT TO USE FOR PROJECT SCOPE OF WORK:

- A prioritized list of cooperators will be completed by Jan 2006.
- 20 cooperators will receive technical assistance for conservation planning by Mar 2006.
- Report results of screening plan in final report of accomplishments.

Page \_\_\_\_\_ of \_\_\_\_\_

## SIMPLIFIED EXAMPLE OF FORMAT TO USE FOR PROJECT SCOPE OF WORK

Example ---Example --Example

**Task 1.1.3:** Provide effective project administration and management to maximize successful achievement of intermediate outcome:

- Conservation district supervisors will provide overall project direction with day-to-day administration by district staff.
- Progress made on this intermediate outcome will be evaluated by district supervisors at monthly board meetings.
- Report the progress for achieving this intermediate outcome by utilizing the Water Quality Implementation Grant Activity Report Form.

*Task 1.1.3 Time Frame*

- An Annual Report on all project activities through June 30 of each year will be submitted by July 10 of 2005 and 2006.
- A Final Report summarizing all project activities will be submitted 30 days after the end date of the grant.

**Total INTERMEDIATE OUTCOME 1.1 -- Grant Request \$ 38,000**

**Total INTERMEDIATE OUTCOME 1.1 -- Match \$ 38,000**

# WASHINGTON STATE CONSERVATION COMMISSION

## WATER QUALITY IMPLEMENTATION GRANT APPLICATION

*Fiscal Years 2006 – 2007  
(July 1, 2005 – June 30, 2007)*

**Instructions:** Complete all three budget scenarios on the following budget pages.

♦ If your application dedicates 60% or more of the total project costs (grant request amount plus match) to fund outcomes that result from implementation activities, use \$71,000 / biennium to calculate your project budget.

♦ If your application dedicates less than 60% of the total project costs (grant request amount plus match) to fund outcomes that result from implementation activities, use \$54,600 / biennium to calculate your project budget.

♦ The district is encouraged to include in their budget, account for, and report accomplishments of all match that will contribute to the completion of the grant project.

*(For definition of Implementation activities, see page 5 of the application packet)*

### FORM F1. TOTAL PROJECT BUDGET (BY INTERMEDIATE OUTCOMES)

Include Grant Request & Match Amounts	
Intermediate Outcomes	Costs
#	
#	
#	
#	
#	
#	
#	
#	
#	
#	
#	
#	
#	
#	
#	
#	
#	
#	
#	
#	
TOTAL PROJECT COST	

**WASHINGTON STATE CONSERVATION COMMISSION**  
**WATER QUALITY IMPLEMENTATION GRANT APPLICATION**  
**Fiscal Years 2006 – 2007**  
*(July 1, 2005 – June 30, 2007)*

**FORM F2. TOTAL PROJECT BUDGET (BY BUDGET OBJECT)**

	(A) GRANT REQUEST	(B) MATCH	(C) PROJECT TOTAL
<b>SALARIES</b>			
<b>BENEFITS</b>			
<b>TRAVEL</b>			
<b>EQUIPMENT</b> <i>(specify)</i>			
<b>GOODS &amp; SERVICES</b>			
<b>CONTRACTS</b> <i>(specify)</i>			
<b>OTHER</b> <i>(specify)</i>			
<b>OVERHEAD COSTS</b> Use <u>only one</u> of the three following methods:			
<b>1) Direct Costing Method</b>			
Salary/Benefits			
Travel			
Equipment <i>(specify)</i>			
Goods & Services			
Other <i>(specify)</i>			
<b>2) 25% Overhead Method</b> <i>(No more than 25% of all Salaries/ Benefits)</i>			
<b>3) 10% Overhead Method</b> <i>(No more than 10% of Total Grant Amount)</i>			
<b>TOTALS</b>			

**FORM F3. TOTAL PROJECT BUDGET (BY FUNDING SOURCE)**

<b>1. WATER QUALITY GRANT REQUEST</b>		<b>Total Grant Request 1. \$</b> _____
<p><b>2) MATCH</b> – There is 10% minimum match requirement for this grant. However, the district is encouraged to include in their budget, account for, and report accomplishments of all match that will contribute to the completion of the grant project.</p>		
<b>Contributing Entity</b>	<b>Type of Match (Cash, in kind, etc.)</b>	<b>Amount</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		<b>Total Match 2. \$</b> _____
<b>TOTAL PROJECT COST (1 + 2) \$</b> _____		

**WASHINGTON STATE CONSERVATION COMMISSION**  
**WATER QUALITY IMPLEMENTATION GRANT APPLICATION**  
**Fiscal Years 2006 – 2007**  
*(July 1, 2005 – June 30, 2007)*

**FORM G. ATTACHMENTS**

**Instructions** *List all attachments to your grant application below. Include the name of the attachment and the number. (i.e. Attachment 1 - NRCS Service Match Agreement). Label each attachment as Attachment 1, Attachment 2, etc. in the upper right hand corner of each page, and number each attachment as PAGE \_\_\_\_\_ of \_\_\_\_\_ in the lower right hand corner of each page.*

**WASHINGTON STATE CONSERVATION COMMISSION**  
**WATER QUALITY IMPLEMENTATION GRANT APPLICATION**  
**Fiscal Years 2006– 2007**  
(July 1, 2005 – June 30, 2007)

**APPENDIX A - REQUEST FOR NRCS ASSISTANCE FORM**

**Instructions** *If you will need assistance from NRCS to carry out your proposed water quality project, please work with your District Conservationist (DC) during the development of your grant proposal and then jointly complete this form. If the request is asking for help from members within the multi-county team for which the DC has responsibility, then the DC can sign the form. If the request is asking for area staff time, then the Area Conservationist must also sign the form. If the request is asking for state specialists time, then the State Conservationist must also sign the form. Include a copy of this completed form with all appropriate signatures along with your grant application.*

**1. Requesting Conservation District**

**2. Date of Request**

**3. Project Title**

**4. Funding Source**

**5. Vehicles**

- a. Present use of NRCS vehicles \_\_\_\_\_ miles/month
- b. Requesting use of NRCS vehicles \_\_\_\_\_ miles/month
- c. Present use of CD vehicles \_\_\_\_\_ miles/month
- d. Amount of grant funding requested for vehicle purchase or use? Describe.

**6. Office Space**

- a. Present use of NRCS office space by CD employees \_\_\_\_\_ square feet
- b. Requested NRCS space to be used by CD employees \_\_\_\_\_ square feet
- c. Amount of grant funding requested for office space? Describe.

**7. Computers**

- a. Present use of NRCS computers \_\_\_\_\_ hours/week
- b. Requested use of NRCS computers \_\_\_\_\_ hours/week

8. **Telephone**

- a. Present use of NRCS telephone \_\_\_\_\_ calls/day
- b. Requested use of NRCS telephone \_\_\_\_\_ calls/day
- c. Amount of grant funding requested for telephone equipment and charges?  
Describe.

9. **Field equipment**

- a. What NRCS equipment do you currently use?
  
  
- b. What additional equipment are you requesting?
  
  
- c. Amount of grant funding requested for field equipment? Describe.

10. **Staff days of NRCS time requested by task by technical disciplines.**

Task / Technical Discipline(s)	Days requested
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

11. **Total Value of NRCS Assistance** \$ \_\_\_\_\_

12. **Review Signatures** We have jointly prepared and concur in the above request for NRCS assistance.

_____	_____
Conservation District Chair	District Conservationist

_____	_____
Date Signed	Date Signed

13. **Approval Signature** In addition to the above signatures, the following respective approval signatures are required if the contributed work involves area and/or state level staff.

_____	_____
Area Conservationist	State Conservationist

_____	_____
Date Signed	Date Signed